



MAR 18 2005

Ms. P. Lynn Scarlett
Assistant Secretary for Policy,
Management and Budget
U.S. Department of Interior
1849 C Street, NW
Mail Stop 5341-MIB
Washington, DC 20240

Dear Ms. Scarlett:


Recently, it was brought to our attention that the Department of Interior's GovWorks includes a requirement within their Request For Quotes (RFQ), when using GSA's multiple award schedule program (MAS), that schedule contractors must certify that their proposal falls within the scope of their MAS contract. GSA specifically informed David Sutfin of GovWorks that this practice was inconsistent with the MAS program. We confirmed our conversation with Mr. Sutfin in a subsequent e-mail.

The addition of the "scope" certification adds a requirement that is not contemplated by the MAS Program. The ordering procedures in the Federal Acquisition Regulation, Subpart 8.4 do not require the schedule contractor to certify that their proposed solution is within the scope of the MAS contract. Ordering agencies should direct questions regarding the scope of a MAS schedule to the applicable GSA schedule contracting officer. The contact information for GSA's schedule contracting officers can be found at FSS's website, <http://www.gsaelibrary.gsa.gov/ElibMain/ScheduleList>. Before contacting the schedule contracting officer, we suggest that GovWorks require the schedule contractor to provide a copy of their contract pricelist with those individual items in their contract price list (labor categories and supply items) highlighted. All items awarded under a schedule have been determined to be within scope. GovWorks then can compare the labor category descriptions with the skill level of the persons proposed. This way GovWorks will not only know that the items are within scope but also that the pricing proposed is consistent with the awarded pricing in the contract.

The schedules program is a very useful tool in meeting the government's requirements in a cost-effective manner while getting best value. Many agencies rely on the schedules program to acquire commercial goods and services. In order to ensure the continued efficacy of this program we need the assistance of our customer agencies in ensuring that the MAS program is not abused. To this end, we ask for your assistance in making sure that this practice at GovWorks stops.

If you have questions, please have a member of your staff contact Ms. Linda Nelson at (202) 501-1900 or Mr. Roger Waldron at (703) 605-2621.

Sincerely,

A handwritten signature in cursive script, reading "Emily W. Murphy". The signature is fluid and elegant, with the first name "Emily" being the most prominent.

Emily W. Murphy
Chief Acquisition Officer